

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

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**ANNUAL REPORT 2005****READ THIS FIRST**

Before you proceed with writing your annual report, please read through the following information. It is broken down into two sections. The first addresses the information we are requesting in this report. The second section deals with technological issues having to do with the report format.

Informational Issues

The organization of the reporting format corresponds directly to the five CLG requirement areas: ordinance, commission, survey, public participation, and state requirements.

- We are requesting information about non-OHP funded surveys, only. We already capture information about OHP-funded surveys through the CLG grant process.
- We are no longer asking for lists of properties reviewed under local design review and environmental/project review (CEQA and Section 106).
- Nor are we requesting lists of National Register nominations reviewed by local governments.
- We **are** asking for a narrative summary of how local design review and environmental/project reviews are carried out.
- We are asking for copies of
 - Revised or amended historic preservation ordinances
 - Revised or amended preservation plans/elements
 - Resumes and qualification review forms for all commissioners and staff (not just new members),
 - Minutes from commission meetings
 - Attendance records of commissioners and staff
 - Public outreach publications
 - Mills Act contracts

In this way, we can complete files that may be lacking certain pieces of information and gain a fully up-to-date impression of your local preservation program.

Please fill in the tables as completely as possible and do not simply refer to commission meeting minutes. If you wish to refer to minutes in order to provide greater information to OHP, please give meeting dates as part of the reference.

The information in this annual report should include all activities of your local government that relate to historic preservation, not just activities conducted by your local commission.

For local governments whose preservation commissions serve multiple purposes, when providing information in this report regarding design reviews please include only information related to historic and potentially historic properties.

Technological Issues

The Word template for the annual report format and professional qualifications forms can be downloaded from our website at http://www.ohp.parks.ca.gov/default.asp?page_id=21239. If you have problems accessing these documents or if you have questions about the annual report form, please contact us directly.

Please feel free to contact us with any questions about the annual report form. Thank you for your continuing participation in the Certified Local Government program.

Sincerely,

Michelle C. Messinger
Marie Nelson
Cheri Stanton
Lucinda Woodward

Local Government and Information Management Unit